



100.05 Collection of Social Security Numbers

Number Series: 100—Organization
Approved Date: July 11, 2017
Review Due Date: July 11, 2020

Sheriff's Approval: Digital
Review Frequency: 3- Years

POLICY

Social security numbers were originally intended solely for the administration of the Social Security System, but have become widely used for a variety of other purposes, including identity verification. Unfortunately, they have been used as a tool to perpetuate fraud and identity theft.

They Hendry County Sheriff's Office collects social security numbers for various purposes. All social security numbers collected by the Sheriff's Office are confidential and exempt from Florida's Public Record Act. Pursuant to Florida Statutes. 119.071, a public agency in Florida may request a social security number from an individual only when it is specifically authorized by law to do so, or when the collection is imperative for the performance of that agency's duties and responsibilities as prescribed by law. These numbers may be disclosed to another agency or governmental entity if disclosure is necessary for the receiving agency or entity to perform its duties and responsibilities.

The Sheriff's Office collects social security numbers under the following circumstances:

- A. On an employment application: to verify the individual's identity. Once an individual has become an employee, the number is used for reporting wages to the Social Security Administration, the Internal Revenue Service, and the Florida Retirement System; for enrolling the individual in various employee benefit programs, and for identity verification.
- B. From an arrested individual: to verify their identity either as listed in a warrant or driver's license; and to be used for identity verification purposes at the jail.
- C. From individuals required by law to register with the Sheriff's Office and required to provide social security numbers as identification.
- D. During citizen contacts when a consensual field interview is conducted and the individual consents to providing their social security number. The number is then used for identity verification purposes.
- E. When a traffic stop has been conducted and the deputy needs to verify the identity of the driver and any other individuals present in the vehicle; and when a traffic citation issued.

PROCEDURE

None

DEFINITIONS

SOCIAL SECURITY NUMBER – A nine digit number issued by the government to every permanent resident in the US that is used on official forms and records.

REFERENCES

State/Federal Regulations:

Florida Statutes 119.071

CFA:

None

Forms:

None

Other Policy/ Procedure References:

None